

USER INFORMATION: Faculty/Staff Undergrad Student Grad Student

Name: _____ Empl ID: _____ URI Email: _____

ADDITIONAL INFORMATION (REQUIRED) EMAIL COMPLETED FORM TO: FINANCIALS_e-CAMPUS@etal.uri.edu

FOR FACULTY/STAFF USER ACCESS (delegate optional for Faculty/Staff profiles)

Campus Location: _____ Campus Phone: _____
 Department(s): _____ Dept Number(s): _____
 Delegate(s): _____ Empl ID: _____ URI Email: _____
 Model access after this user (optional): _____ Empl ID: _____

FOR STUDENT USER ACCESS (delegate required for Student profiles)

Supervisor: _____ Empl ID: _____ URI Email: _____
 Delegate(s): _____ Empl ID: _____ URI Email: _____
 Department: _____ Department Number: _____
 Does the student currently have an active job on campus? Yes No

REQUESTED ACCESS/ROLES	ADD	UPDATE	DELETE	ADDITIONAL INFORMATION
Travel & Expense Module*				For a URI TCard: https://web.uri.edu/controller/travel/travel-card/
T & E User	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Includes non-travel expense reimbursements*
Purchasing Module				Contact Administrator to apply for a URI PCard: PCARD
PCard Approver/Dept Admin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PCard Reconciler/Cardholder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Cardholders must complete PCard training *
PCard Verifier (Athletics Only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Requisitioning (SELECT ONE)				*Originators/Requestors must complete training. Sign up here *
Requisitions – Originator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Back-up Requestor (REQUIRED):
Requisitions – Requestor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Back-up Requestor (OPTIONAL):
Requisitions – Approver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Departmental & Project Info				
Report Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Budgets Overview	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Grants Portal – Dept access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

USER DECLARATION: Information contained in the PeopleSoft Financials system is **CONFIDENTIAL** and must only be used for authorized University business.

Form must be signed by both the user and an authorizer (e.g., Dean, Department Head, Director, Business Manager)

USER SIGNATURE: _____ **DATE:** _____

AUTHORIZING SIGNATURE: _____ **DATE:** _____

COMMENTS EMAIL COMPLETED FORM TO: FINANCIALS_e-CAMPUS@etal.uri.edu
